

Job Description

POSITION TITLE: House Mentor - On-site

QUALIFICATIONS: BA degree in Social Work or related field and one year of experience in addictions counseling. The ideal candidate will be a graduate student who is on-site at Aaron's House at various hours during weekdays, evenings and weekends averaging 3.5 hours per day 7 days a week including 2 overnights every week.

REPORTS TO: Director of Resident Services for all programmatic issues and to the Treasurer of the AJM Board of Directors for fiscal items and physical plant concerns.

HOURS PER WEEK: 40

COMPENSATION: Furnished room, plus \$400 per week. (\$10 per hour)
One week paid vacation each year after one year of service

RESPONSIBILITIES:

1. Serves as a live-in peer mentor, providing support to residents in all aspects of daily living.
2. Maintains cooperative culture within the home and ensures that residents abide by the agreed upon house rules and operational structure.
3. Provides a minimum of one "check-in" per week for each resident, allowing a forum for problem solving, goal review, and emotional support.
4. Charts behavioral or mood changes and enters progress notes for each check-in.
5. Meets with the Director of Resident Services weekly to discuss resident progress, challenges, and needs.
6. Acts as a mediator to resolve conflicts between residents as needed.
7. Holds a minimum of one house meeting per week to address any issues, discuss community service projects, and schedule upcoming check-ins for each resident.
8. Records the outcomes and issues of each house meeting in a log book, including documentation of any specific agreements made by or between residents.
9. Co-facilitates the Individual Lifestyle Plan (ILP) process with the Director of Resident Services and ensures that a comprehensive written document is prepared within 15 days of the planning session that includes measurable goals and objectives for the year, resource needs, and assigned tasks with associated deadlines for completion.

10. Identifies available community and educational resources to meet the goals specified in the ILP.
11. Empowers residents to independently drive their treatment and growth process, offering resources and support as necessary.
12. Ensures that resident emergency records are up to date at all times and are located in a designated place in the home, available to paramedics or staff/residents who accompany a resident in need of medical or psychiatric hospitalization.
13. Seeks new projects and opportunities for residents on a continual basis to maintain or revitalize momentum and enthusiasm.
14. Participates in community outreach projects and events as directed by AJM administration.
15. Assists in the packaging of funding applications, statistical collection, and required grant reporting.
16. Follows established protocols to ensure that the house operates in a safe and sanitary fashion at all times, including, at a minimum, one unannounced fire drill each quarter.
17. Attends and successfully completes all required trainings, including First Aid and CPR.
18. Schedules any necessary repair service calls at the home at the request and approval of the Treasurer, and submits all invoices and other accounting according to procedural instruction.
19. Maintains positive relationships with neighbors and alerts AJM administration of any scenarios requiring leadership intervention or community relations activity.
20. Interacts with families and the public in a polite and respectful manner.
21. Offers extreme scheduling flexibility in times of resident need or crisis.
22. Remains "on-call" as specified in the weekly or monthly work schedule.
23. Other duties as assigned.

Please send resume and cover letter to: tom@aaronmeyerfoundation.org

Aaron's House
850 E. Gorham Street
Madison, WI 53703

